

City of Kennesaw Request For Proposals

The City of Kennesaw is accepting sealed bids for the purpose of leasing digital multi-functional copiers and printers for use throughout the City buildings for printing, copying, faxing and scanning. We invite vendors to submit proposals in accordance with the requirements, terms, and conditions of this Request for Proposal (RFP). To obtain a bid packet with the specifications and provisions required for submission of a proposal, contact the City Clerk's Office by email dctaylor@kennesaw-ga.gov. Any technical questions regarding the RFP should be emailed to the City Clerk at dctaylor@kennesaw-ga.gov no later than 72 hours prior to the bid opening, excluding Saturdays, Sundays and legal holidays. No questions other than written will be accepted. All bids must be placed in a sealed envelope clearly marked ***"Leasing of Copiers and Printers"*** on the outside of the sealed bid. Sealed bids must be received in the City Clerk's Office, 2529 J.O. Stephenson Avenue, Kennesaw, GA 30144 no later than 3:00 pm, Wednesday, August 6, 2014 at which time they will be publically opened in the City Hall Training Room. No vendor may withdraw his/her proposal within sixty (60) days after the actual date of the opening thereof. Bids received after the deadline will not be considered. The City reserves the right to reject any and all bids. The City of Kennesaw also reserves the right to waive any informalities or technicalities relative to any or all bids or proposals and to request any additional information or clarification deemed necessary for the evaluation of any bid or proposal.